

## **Latino Community Fund of Washington State (LCF)**



### **Accounting Specialist**

**Title:** Accounting Specialist

**Salary:** \$52,800 - \$56,000 annual Salary

**Benefits:** Include comprehensive health insurance coverage, vision, dental, life insurance coverage, short- and long-term disability insurance, 13 paid holidays and generous vacation time

**Starting Date:** April 1, 2022

**Reports To:** Finance Director

**Work Schedule:** Exempt, Regular Full-time Position, normally works 9:00am to 6:00pm Monday through Friday

**Location:** Latino Community Fund is transitioning to a hybrid work model with employees working both in-office and remotely at home. This position will require the employee to come into our physical office in Seattle at least 2-3 times per week.

All LCF employees and volunteers must be fully vaccinated (and submit completed documentation) from COVID-19. New employees must meet this requirement, prior to their start of employment, effective immediately.

#### **Job Summary:**

Latino Community Fund of Washington State has an exciting opportunity for an Accounting Specialist to join our team! This position supports and assists the overall day-to-day accounting of Latino Community Fund's finance team.

#### **About Latino Community Fund of Washington State (LCF)**

The Latino Community Fund of Washington State (LCF) cultivates new leaders, supports cultural and community based non-profit organizations and improves the quality of life for all Washingtonians. LCF is a creative, vibrant, and flexible place to work. We offer the unique benefit of being able to see your work have tangible positive impact in the Latino community.

The organization has grown over the past 12 years, with team members now based in Seattle, Burien, Yakima, Wenatchee, Bellingham, and Tri-Cities. Our team collaborates across WA State to provide access to health and economic resources, invest in local leaders, and build our collective power. LCF has a \$5 million operating budget, inclusive of 14 fiscally sponsored groups. LCF's team includes a team of 14 across WA State and is governed by a Board of Directors with 9 members. At LCF, we work through a variety of programs in the community, and as such, we provide an open work environment where you can learn about a variety of issues in our community. Opportunities to make innovative impact in our community is constantly growing and deepening with the leadership of our staff of organizers, youth, and community leaders who are at the heart of this critical movement.

#### **Primary Responsibilities and Essential Job Functions**

The Accounting Specialist will assist in overseeing, coordinating, and administering the financial records, systems, and processes of Latino Community Fund of Washington State, including accounting, bookkeeping, payroll and benefits, record keeping, banking, insurance, and all related accounting tasks.

In order to provide and ensure consistent, timely, and accurate financial management, the Accounting Specialist will work closely with the Finance Director.

- Monitor and record all cash disbursements, expenditures, and receipts ensuring timely, effective, and accurate record-keeping
- Ensure appropriate policies procedures, and processes with respect to financial transactions (including but not limited to check requisitions and related authorization, budgetary expenditures, pay, and benefits) are followed
- Provide regular reports on all LCF financial activities as required and directed by Executive Leadership, in all departments and areas, including but not limited to bank balances, reports accounts payable and receivable reports and operational financial statements
- Maintain the confidentiality of all LCF's financial business and other private information and records
- Implement day-to-day accounting operations, with functional responsibility for accounting, accounts payable, payroll, and grant financial reporting
- Maintain proper accounting records
- Accurately process financial transactions
- Calculate spending variances from the budget
- Produce financial reports for grant reporting
- Provide information during the preparation of the audited financial statements and all tax returns

### **Minimum Qualifications**

- Confidence and knowledge of QuickBooks Accounting software and financial systems and reporting
- Proficiency with Microsoft Office Suite and/or Google Apps
- Bachelor's degree in accounting or finance, or three years of finance and accounting experience
- Excellent interpersonal, communication, and written skills
- Strong problem-solving skills and proven ability to organize and manage multiple priorities
- Good time management skills, ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality
- Willingness to learn and work well within a team environment
- Exceptional attention to detail and desire to learn and improve

### **How to Apply**

Latino Community Fund will accept applications on a rolling basis until the position is filled. We will begin interviews on a rolling basis. Please email a cover letter and resume describing your interest in the organization and position to: Luis Fernando Ramirez ([luis.fernando@latinocommunityfund.org](mailto:luis.fernando@latinocommunityfund.org)), Finance Director.

LCF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. LCF is committed to providing a work environment free from discrimination and harassment